



**CITY OF ST. CHARLES  
TWO EAST MAIN STREET  
ST. CHARLES IL 60174**

Department: Building & Zoning

Phone: (630) 377-4406

Fax: (630) 443-4638

**Shed Construction – Building Permit Guidelines**

The following are guidelines for obtaining a building permit to construct a storage shed.

1. A building permit is required for the construction of a storage shed.
2. An application must be filled out and submitted to the Building Department.
3. The building permit fee for a storage shed is **\$50.00**. This fee must be paid when submitting the application, and the fee is non-refundable.
4. Two (2) sets of drawings showing the construction details of the shed must be submitted with the application. See **SAMPLE an** included in this packet.
5. Two (2) copies of the plat of survey must be submitted with the application. The plat of survey must show the location of the shed and the electrical service coming into the house. See **SAMPLE B** included in this packet.
6. It is the responsibility of the homeowner/contractor to call the Joint Utility Location Information for Excavators. (J.U.L.I.E.) to have all underground utilities marked. Information on J.U.L.I.E. is included below.
7. It is the responsibility of the homeowner/contractor to schedule required inspections with the Building Department. The required inspections are indicated on the attached Plan Review form. Please have the address and permit number available when calling to schedule an inspection. A minimum of 24 hours' notice is required when scheduling any inspection.

Web Site [Http://www.ci.st-charles.il.us](http://www.ci.st-charles.il.us)

J.U.L.I.E.

Joint Utility Location Information for Excavators

**1-800-892-0123**

Dig Number: \_\_\_\_\_ Date Notified: \_\_\_\_\_

**Please Note: J.U.L.I.E. required 48 hours notice before digging.**

One phone call to J.U.L.I.E. will notify all the following public utilities. These service utilities need to be located and marked by utility representatives prior to starting any excavation, grading, or other work that is below the ground surface. You will receive a Dig Number, which you should record above along with the date of notification.

UTILITY	Color Code Marker
Electric Utilities	Red
Comcast (Cable)	Orange
Northern Illinois Gas (Nicor Gas)	Yellow
Sewer Utilities	Green
Telephone Company	Orange
Water Utilities	Blue



**BUILDING & ZONING DIVISION**  
**(630) 377-4406 OR (630) 377-4410**

Robert J. Vann  
**Building Commissioner**

Jerry Essem, Tom Medernach  
**Building Inspector**

Steve Herra  
**Plumbing Inspector**

**DATE:**

**TO:**

**FROM:** St. Charles Building Zoning Department

**NOTICE:** The St. Charles Building Zoning Department has reviewed the plans, which were submitted:

**BY:** same

**FOR:** Shed

**LOCATION:**

=====

**INSPECTIONS REQUIRED**

( X ) Postholes

( X ) Slab

( X ) Frame

( X ) Final

( ) Other: \_\_\_\_\_

**REQUIRED CODES**

( X ) St Charles Municipal Code

( X ) 2000 Int'l Residential Code w/Revisions

( X ) 2002 Nat'l. Electric Code w/revisions

( X ) Fire Prevention Code

- **Re-inspection fees:** If any of the above-indicated inspections (with the exception of a final) require a re-inspection be conducted, a fee of \$40.00 for each re-inspection will be invoiced to the builder and/or owner. If the inspection is a final and requires a re-inspection, a fee of \$75.00 for each final re-inspection is to be paid at the Building and Zoning Office prior to the Final Occupancy being issued.

In review of your plans submitted to this office, the following items must be complied with per the above listed codes. **(NOTE: NO FACILITY SHALL BE OCCUPIED OR USED UNTIL A FINAL INSPECTION HAS BEEN MADE AND A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED).**

1. Compliance with the above indicated codes, ordinances, and inspections required.
2. The plan review and stamped FIELD COPY of the plans are to be on the job site.
3. A minimum of 24-hour notice is required when scheduling any inspection.
4. The shed cannot be free standing it is to be anchored. Ten (10") inch diameter by two (2') feet deep posthole shall be located at each corner of shed. A floating slab is acceptable.
5. Per the National Electrical Code no shed shall be placed over the electric service going through the yard into the house.
6. Drawing must show anchoring method used for floor to post.
7. The postholes are to be inspected prior to filling with concrete.
8. Per the St. Charles Municipal Code, Title 17 Zoning, Section 17.02 General Provisions, 17.02.100 Accessory Buildings and Uses, paragraph B, the location of the storage/shed shall not be erected or moved to a location within ten (10') feet of the nearest wall of the principal building. The shed shall be a minimum of five (5') feet from the side lot line and five (5') feet from the rear lot line, except where there are easements, then the easements are to be maintained.
9. It is the responsibility of the contractor/owner to provide all sub-contractors with copies of the review comments and indicate the required inspections.



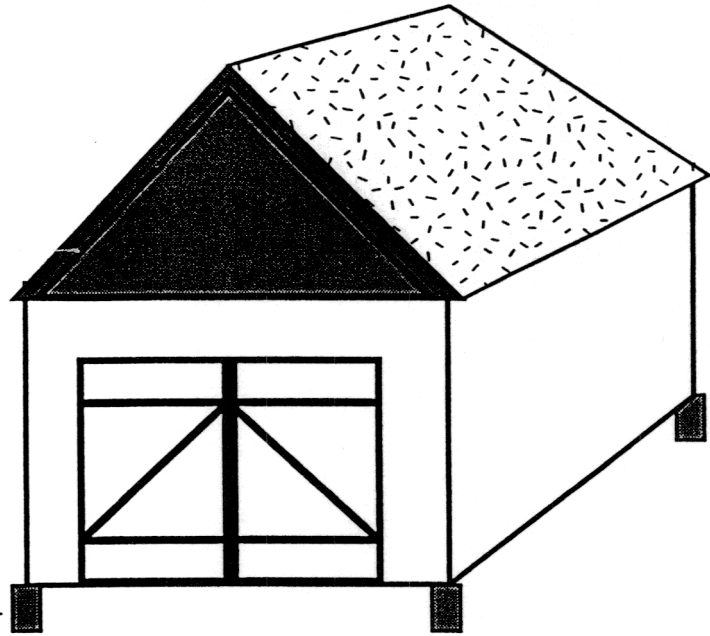
# **SAMPLE A** **STORAGE SHED SHOWING PIERS**

Show all construction details.

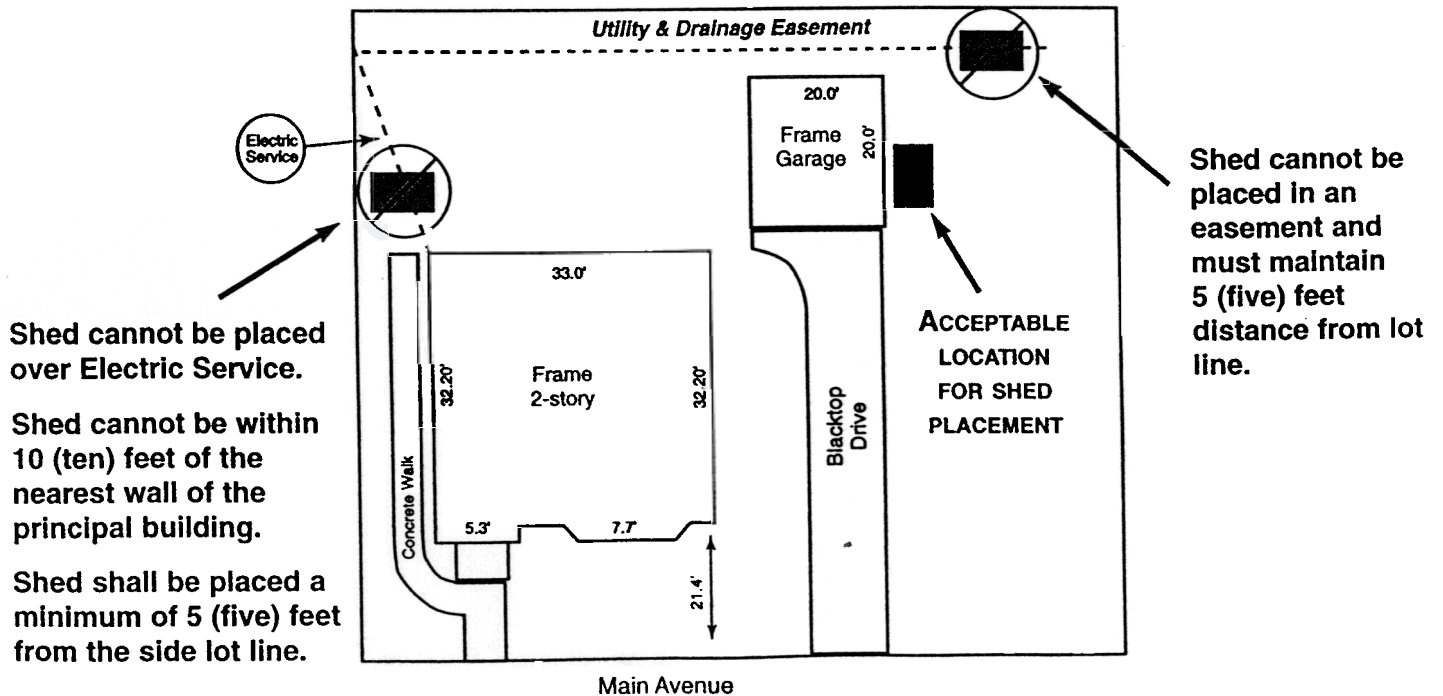
All four corners to have piers 10 inches in diameter set 2 feet deep with anchors to be tied to shed framing.

Slab detail also may be used with anchors.

Pier



## **SAMPLE B** **PLAT OF SURVEY**



STATE OF ILLINOIS  
COUNTY OF KANE SS

I hereby do certify that I have surveyed the described Property  
and that the plat hereon drawn correctly represents said survey.





**CITY OF ST. CHARLES  
TWO EAST MAIN STREET  
ST. CHARLES, ILLINOIS 60174-1984**

**DEPARTMENT: BUILDING & ZONING**

**PHONE: (630) 377-4406**

**FAX (630) 443-4638**

**APPLICATION FOR CONSTRUCTION FOR BUILDING PERMITS**

**APPLICATION DATE:** \_\_\_\_\_ **PERMIT ISSUED** \_\_\_\_\_ **NO.:** \_\_\_\_\_

**PLEASE PRINT ALL INFORMATION**

I, \_\_\_\_\_, do hereby apply for a permit for the following described  
work located at \_\_\_\_\_ Lot \_\_\_\_\_ Unit \_\_\_\_\_

***NOTE: Is property located in the Historic Preservation District? Yes No***  
Please circle either yes or no

Subdivision \_\_\_\_\_, Type of construction \_\_\_\_\_

Description of proposed work: \_\_\_\_\_  
\_\_\_\_\_

Square feet in building \_\_\_\_\_ Estimated cost of construction \_\_\_\_\_

Use of building \_\_\_\_\_ No. & Size of electric meter \_\_\_\_\_ No. & Size of water meters \_\_\_\_\_

Remarks \_\_\_\_\_  
\_\_\_\_\_

Plans \_\_\_\_\_ Specifications \_\_\_\_\_ Plat of Survey \_\_\_\_\_

=====

***Owner of Property***

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State/Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

***Electric Contractor***

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State/Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

***General Contractor***

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State/Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

***Concrete Contractor***

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State/Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Continued on reverse side**



PLEASE PRINT ALL INFORMATION

*Plumbing Contractors*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_  
IL & Registration No.: \_\_\_\_\_

*Roofing Contractors*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Illinois License No: \_\_\_\_\_  
License Expiration Date: \_\_\_\_\_

*Sewer & Water Contractor*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_

*HVAC Contractor*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_

I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the building, plumbing, electric and other applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent, shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 24-hours before they become due.

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

Name of actual business(s) that will occupy this space \_\_\_\_\_

REPORT OF THE BUILDING OFFICIAL

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Date: \_\_\_\_\_  
Signed: \_\_\_\_\_

For Office Use

Received \_\_\_\_\_  
Fee Paid \$ \_\_\_\_\_  
Receipt # \_\_\_\_\_

Copies of application distributed to:

Electric: \_\_\_\_\_ Engineering: \_\_\_\_\_ Fire: \_\_\_\_\_  
Meter: \_\_\_\_\_ PW: \_\_\_\_\_ Historic Preservation: \_\_\_\_\_